



Graduation Requirement

College Prep Diploma 26 credits

18 Michigan Merit Credits + **4** Bible + **1** Community Service Credit + **3** Electives

General Diploma 23 credits

18 Michigan Merit Credits + **4** Bible + **1** Community Service Credit

1 semester = ½ credit 2 semester, 1 full year = 1 credit

Courses listed below without elective options must be taken at HCA while the student is enrolled at HCA. They may not be replaced with courses from other institutions unless they are being transferred in at the time of enrollment. BJU online courses may substitute for HCA required courses in cases of schedule conflicts.

Bible

4 credits

Bible I 9th grade

Bible II 10th grade

Bible III 11th grade

Bible IV (w/ Honors option) Or RSM (Radiant School of Ministry option w/ honors options)

- ★ Bible credits are only required in semesters in which you are enrolled at HCA. (If you are a transfer student you must replace missed Bible credits, for semesters in which you were not enrolled, with other credits to achieve the 26 credit requirement.)

English

4 credits

English Foundations - 9th grade

American Literature - 10th grade

World Literature - 11th grade

British Literature - 12th grade

Elective options:

HCA Courses: College Writing

College Proctored Speech

Math

4 credits

Algebra I

Geometry

Algebra II (Replacement options may be approved by Administration for General Diploma students)

Elective options:

HCA Courses: Pre- Calculus, Consumer Math

College Proctored Math Courses

CTE Courses

*State requirement: Math during Senior year

Science	3 credits
Physical Science - 9th grade	
Biology - 10th grade	
Elective options:	
HCA Courses: Chemistry, Physics	
College Proctored Science Courses	
CTE Courses	
Social Studies	3 credits
World History - 9th Grade	
U.S. History - 10th grade	
U.S. Government - 11th grade	(1 semester)
Economics - 11th grade	(1 semester)
Elective options:	
HCA Course: Michigan History	(1 Semester)
Sociology	(1 Semester)
College Proctored Psychology	(1 Semester)
College Proctored Social Studies Courses	(1 Semester)
Physical Education/Health	1 credit
Elective options:	
HCA Athletics .25 credits per sports season	
College Proctored Physical education or health courses	
CTE Courses	
Fine & Performing Arts	1 credit
Elective options:	
HCA options: Choir, Yearbook, Art or Band	
College Proctored Fine & Performing Arts	
EFA courses	
World Language (same language)	2 credits
Elective options:	
HCA options: Spanish 1, Spanish 2	
College Proctored Language Courses including American Sign Language	
Community Service:	1 credit
40 hours of community service are required during your 9th-12th grade years.	
Elective options:	
HCA Souled Out .25 credits per year = 10 service hours per year or 5 service hours per semester	
Documented community service hours (Service done w/o pay for someone other than immediate family)	
Elective Credits (Required College Prep Only)	3 credits
Elective options	
HCA options: any HCA course not applied to the required credits above	
Dual credit courses (See Below)	
BJU online courses	
Other pre-approved options	

Dual Enrollment

10th-12th grade students may elect to take college level courses through Grace Christian University (GCU), Kalamazoo Valley Community College (KVCC), Western Michigan University (WMU), and other approved local colleges and universities. Students can earn both high school credit as well as college credit for their Dual Enrollment (DE) courses. Please see the Secondary School Counselor to discuss which courses qualify.

Students who wish to be dual enrolled must meet the following requirements:

1. Be in good academic standing with **at least 12 credits** previously earned.
2. Be accepted to the college/university after completing the admission application.
3. Obtain signed approval of the counselor before taking a class outside of HCA. Classes taken without the consent of the counselor may not be accepted.
4. Unable to schedule the course at HCA.

Students and parents must decide at the beginning of the semester if the credit will be used for high school credit, college credit or both. If the course is used for high school credit, it will appear on their HCA transcript, along with the grade earned and the appropriate amount of credit.

1-2 credit college courses = 0.5 high school credits evaluated on a 4 point scale.

3 credit college courses = 1.0 high school credit evaluated on 4.5 point scale.

4+ credit college courses = 1.0 high school credit and will be evaluated on a 5 point scale

The student is responsible to check with the college of their choice as to whether the course work completed in the dual enrollment class is transferable for college credit. Special scheduling to allow enrollment in college classes cannot be guaranteed.

The student's family will be responsible for paying tuition and fees that are above the designated amount paid to the college/university by the State of Michigan. The State of Michigan will not always pay for courses taken at KVCC for students who reside outside of Kalamazoo County. Additionally, the State of Michigan will not pay for any theology classes. The State of Michigan will cover a maximum of 10 dual enrollment courses in high school.

Cornerstone Component for HCA Credit ¹

At Heritage Christian Academy we know and understand that all knowledge is from God. One of our chief aims is that graduates of HCA would have a robust biblical worldview. We believe that Christian education establishes foundational understandings for students to be able to more clearly articulate this world view.

HCA also realizes there is value in the secular realm for unique educational opportunities. We want the students of HCA to be able to take advantage of these offerings and yet we also want to hold to our commitment of shaping the students' world view for Christ.

To balance this opportunity and this goal, we have designed a Cornerstone component. This is not meant to overwhelm already high achieving students but to give a connection point for our teachers to coach students through these classes and help them process what they have learned and use their biblical worldview to process it. To this end HCA has designed the following:

1. Any student who takes any class at any secular institution that contains worldview content must do a teacher designed pre-approved project as you work through your class. The project will be done with the faculty member who has the most relevant subject matter expertise. The project will engage the entirety of that course's secular subject matter from a Christian perspective.

The project will include the steps below:

- A. During the 1st week of the course students will schedule an appointment with the appropriate teacher.
 - B. The teacher will give the student a question worksheet and explain the specification of the project
 - C. The student will use the question worksheet to produce a Google Slides presentation
 - D. Ten Days prior to the end of the semester the slides presentation will be submitted to the teacher.
 - E. The teacher will schedule a discussion time with the student before the end of the semester.
 - F. The teacher will approve the project or have the student make adjustments to meet standards for approval.
2. No credit from secular institutions may be applied for graduation from HCA without fulfilling this requirement or by receiving an exemption from the requirement by the school counselor.
 - a. Some examples of exemptions would be for courses like calculus, welding, electrical, or other technical or math courses.
 3. This requirement does not have any impact on credit given by the secular institution. Dual credit courses can always be taken as college credit only courses.
 4. This policy applies to students taking summer courses. It does **not** apply to courses previously taken before attendance at HCA and transferred in for credit. It does **not** apply to courses begun before January 2024.

¹ Given for secular classes

Honors Courses

College Level Courses

If a college-level course is taught at Heritage Christian Academy (HCA), it will be considered an honors course. This means that any college-level course offered through HCA will automatically adhere to the rigorous standards of honors coursework, regardless of the subject area. The expectations are outlined below.

Concurrent Honors Courses

Guidelines for creating and conducting an Honors Course that meets concurrently with a Non-Honors Course:

An Honors/non-Honors concurrent course is one in which Honors and non-Honors sections of the same course meet concurrently.

Good practice in such cases, as documented by the [National Collegiate Honors Council](#) and other sources as well as by the experience of the Heritage Christian Academy covers two categories:

1. The honors materials taught and expectations of the honors students
2. The organization and conduct of the class

Honors materials taught and expectations of the honors students

The opportunity for a student to expand his or her understanding and knowledge of a given subject beyond the regular course syllabus may be accomplished in many ways, including (but not limited to) the following:

- Investigating an area of the discipline not covered in depth in the regular course
- Investigating how the student's major area(s) of interest connect with this discipline
- Applying the information/expertise learned in the course in a creative way
- Participating in an appropriate and relevant faculty-initiated research project
- Devising and carrying out a clearly delimited original research project
- Leading several class discussions on readings or other course-related topics
- Monitoring and analyzing current events associated with the course topic
- Performing a literature survey in a collateral area of the course
- Completing additional homework assignments

A student earning the Honors Designation² in a HCA high school class must meet the following criteria:

- a) Each honors course criteria will be determined by the course instructor.**
- b) To qualify for an honors course a student must have parental approval and have a “B” average in all high school courses in the discipline previous to the Honors Course.**
- c) An Honors Designation for courses will be determined only at the beginning of each semester. A student may not enter an honors course after a semester is in progress.**

Organization and conduct of the class

- 1. The Honors students in the Honors section should be given a separate syllabus or an addendum to the regular syllabus, stating the additional material to be covered and the methods to be used.
- 2. Honors students may be asked to study and learn additional material independently, in which case they should be given explicit guidance in the syllabus about what they are to do or what extra material is to be learned.
- 3. Different exams may be given to the Honors students; in this case the additional material to be covered in these Honors exams should be made clear to the students well before the exam.
- 4. The Honors section of the course should be graded as a separate section, as any honors course would
- 5. In keeping with policy for all honors courses, students should be given grades comparable to those they would receive for the same level of achievement in a non-Honors course.
- 6. Honors College policy for all Honors courses is that no student receives Honors credit for a course if the final grade is below B-.
- 7. **A student can be dropped from honors course requirements and designation and entered into the regular course during a semester by the recommendation of the teacher and approval of the administration if . . .**
 - a) A parent requests it**
 - b) The student’s average grade drops below 70%**
 - c) A student has more than two late assignments.**
- 8. **If a student is dropped from an honors designation he may not re-enter an honors course in the discipline during that course.**

² The designation of an “Honors Course” on a student transcript indicates mastery over and above the normal expectations of that course. Colleges and universities recognize the “Honors” designation and place a higher degree of weight on this course.

Weighted Grade Policy

1. Advanced Placement (AP) courses and Honors courses will be weighted. Also, Dual Enrollment courses that are 100 level or above and receive 3 credit hours at colleges or university, will be weighted on a 4.5 scale. All of the courses which qualify for weighting will be clearly identified by the school.
2. For students moving into HCA, grades from AP, International Baccalaureate (IB), honors courses, and Dual Enrollment classes will be considered for weighting based on the previous school's weighting policy
3. Transcripts reflect a weighted GPA/class rank.
4. Weighted grades on the 4.5 scale will be multiplied by 1.125 as indicated on the chart below.

Letter Grade	Percentage Grade	Unweighted GPA	Weighted GPA
A	93-100	4.0	4.5
A-	90-92	3.67	4.129
B+	87-89	3.3	3.712
B	83-86	3.0	3.375
B-	80-82	2.67	3.004

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5. Grades below B- will be evaluated on a 4 point scale. College courses that receive 4+ college credits will be evaluated on a 5 point scale as indicated on the chart below.
 6. Grades below B- will be evaluated on a 4 point scale.
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Letter Grade	Percentage Grade	Unweighted GPA	Weighted GPA
A	93-100	4.0	5
A-	90-92	3.67	4.67
B+	87-89	3.3	4.3
B	83-86	3.0	4
B-	80-82	2.67	3.67

Valedictorian and Salutatorian Policy

1. Valedictorian and Salutatorian awards will be calculated with the weighted grade scale.
2. Rank 1 will be awarded Valedictorian and rank 2 will be awarded Salutatorian.
3. GPA will be calculated to three decimal places.
4. GPA will be calculated on all 8 semesters of high school credits
5. To qualify for valedictorian or salutatorian award students must have completed at least 4 semesters at HCA's high school.

Effective Date

School Year of 2024/25 ³

³ Considerations must be made for the above policies for transition. The Guidance Counselor and Administrator will look at these considerations as these transitions arise.